

Aaron Guckian
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
125 Arthur W. Devine Boulevard
Warwick, RI 02886
Voice: (401) 739-4949 • Fax: (401) 739-1414

BOARD MEETING MINUTES

Thursday, October 23, 2014, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Guests:
Aaron Guckian, Chairman	Shaun Galligan, Lucas Milhaupt Warwick LLC
Gary Jarvis, Secretary	Dennis Setzko, P.E., AECOM
Gary P. Marino	Joe Boccadoro, P.E., AECOM
Steve Sylven, P.E.	Bill Powers, P.E., Brown & Caldwell
Peter Ginaitt	Paul Roberts, Homeowner Safety Valve Co.
	John Howell, Warwick Beacon
Staff present:	
Janine L. Burke, Executive Director	John Revens, Legal Counsel
Lynn F. Owens, Administrative Coordinator	Patrick Doyle, Superintendent
BettyAnne Rossi, Pretreatment Coordinator	Mathew Solitro, Collection Systems Manager

1. Call to Order At 5:30 p.m., Chairman Guckian called this meeting to order.

2. Pledge of Allegiance Those in attendance rose to salute the flag and state the Pledge of Allegiance.

3. Approval of Minutes

a. Approval of minutes from the regular meeting held September 18, 2014.

ACTION: Mr. Sylven moved approval as submitted. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

4. Industrial Pretreatment Division

a. Lucas Milhaupt Warwick, LLC, 235 Kilvert Street, Warwick, to appear before the Board for a Show Cause Hearing regarding late reporting offenses.

ACTION: Mr. Shaun Galligan, Environmental Health & Safety Manager for Lucas Milhaupt Warwick, LLC, in attendance to ask for fine relief relative to late reporting offenses (Notice of Violation, No. 7 - \$800; Significant Non-Compliance Violation, No. 8 - \$1,600).

Betty Anne Rossi, Pretreatment Coordinator and Laboratory Director, reviewed Lucas Milhaupt's monitoring and reporting history. She stated Lucas Milhaupt Warwick LLC took over the operation of Wolverine Technologies in April 2013. She stated a new permit was issued in June 2013.

Ms. Rossi stated it is concerning to her the number of repeat violations in such a short period of time. She stated WSA waived the fine (\$3,200) and the Notice of Violation associated with the ninth violation for late reporting (May 2014) because of mitigating circumstances (computer problems). She stated WSA has shown some leniency.

Director Burke stated these reports are essentially the foundation of our industrial pretreatment compliance program. Ms. Rossi stated these reports are mandated by EPA for our categorical/significant industrial users.

Chairman Guckian expressed his concern about the repeat late reporting.

Mr. Ginaitt thanked Mr. Galligan for attending the meeting. Acknowledging the administration's waiver of the \$3,200 fine, he suggested the Board uphold the \$2,400 fines. He stated if there is another late report or violation within the permit period, the fine that was waived should be reinstated. He stated the company must understand the importance of these reports.

Mr. Galligan confirmed that the company's compliance division is aware of the seriousness of this matter. He provided documentation and discussed with the Board the efforts his company has made to improve on its understanding of its permit reporting requirements and process. He thanked Ms. Rossi for assisting him in his efforts to ensure compliance with Lucas Milhaupt's permit reporting requirements. He stated his company wants to meet and exceed all regulatory requirements. He said he will review upcoming WSA Board meeting agendas to be aware of WSA IPP activities, and would like to bring Lucas Milhaupt's executives to WSA to tour the facility.

Chairman Guckian thanked Mr. Galligan for attending. He stated compliance with federal, state and municipal guidelines is the responsibility of the company, senior management included.

Mr. Ginaitt moved to uphold the prescribed fine, adding the caveat that should there be a subsequent permit violation, the \$3,200 fine that was

waived administratively be reinstated and appropriate escalating fines and sanctions be levied. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- b. Amend WSA regulations to reflect RIDEM approved derivations of technically-based local limits (updating of local pretreatment limits for WSA's industrial users)

DISCUSSION: Director Burke stated Ms. Rossi has provided a "Local Limits 101" document for the Board's information. She stated WSA is recommending changes to our local limits that will have an overall positive impact on our business customers. She stated, in particular, the proposed increase in the Local Limits for pH and oil and grease (O & G) as well as the replacement of the BOD and COD limits with a single new CBOD limit are expected to be welcomed changes.

Ms. Rossi stated reasons for the changes include:

- Restrictive nature of current limits
- Improvements to removal efficiencies at WSA
- Businesses in the City have changed

Ms. Rossi briefed the Board on the scientific basis for the changes. As part of federal regulations governing the Industrial Pretreatment Program, RIDEM will hold a public hearing on the proposed changes. Amendments to the WSA Sewer Use Ordinance to incorporate updated Industrial Pretreatment Program Local Limits will require a WSA public hearing as well; a 30-day public comment period and public hearing will be scheduled.

5. AWT-Phosphorus & Flood Control Project, Contract No. 91

- a. AECOM to submit progress report and updated schedule

DISCUSSION/ACTION: Mr. Setzko introduced Mr. Joe Boccadoro and reviewed the progress report and updated schedule with the Board.

Construction Progress

- Responded to 8 RFIs from Hart. Nineteen RFIs to date, none are outstanding;
- Received 28 shop drawings and responded to 36 shop drawings from Hart. A total of 121 shop drawings have been received to date and 10 are outstanding;
- Three change order proposals are in process as follows:
 1. COP#1 (raise drainage structure) – Hart has addressed comments and resubmitted
 2. COP#2 (levee fence; clearing, swale adjustments) – Hart is working on a cost estimate

3. COP#3 (dog pound drainage) – Hart is working on a cost estimate
 - Held fourth progress meeting on October 10th with Hart and WSA;
 - Held 5 weekly coordination conference calls on 9/11, 9/17, 9/24, 10/1 and 10/8;
 - Norwalk Marine, Hart's Subcontractor, encountered difficulties driving sheeting due to different soil conditions. See various e-mails and descriptions of issue. Held 4 conference calls among various parties to discuss issue on 8/27, 9/23, 9/26 and 10/1. Site visits to observe sheeting installation issues on 9/30/14 and 10/15/14. Prepared correspondence to Hart dated 10/3 and 10/9;
 1. Phosphorus Building Work: Completed base slab reinforcing and concrete;
 2. Initiated wall reinforcing;
 3. Initiated installation of wall forms;
 4. Completed first pour of wall concrete.
 - Levee Work:
 1. Initiated floodwall sheeting (encountered difficulties as noted above);
 2. Placed and compacted general fill between stations 0+00 and 5+00 (between Dog Pound and Phosphorus Building) and 17+50 and 21+50 (south side of site);
 3. Received and stockpiled impervious fill;
 4. Continued screening loam;
 5. Inspected storm drain and outfall pipes.

Permitting

- Received DOT permit on 10/15/14;
- Incorporated additional DOT and FHWA comments on map showing proposed temporary and perpetual easements; Delivered to DOT on 10/3/14. Met with DOT property management staff on 10/3/14. Reviewed draft easement agreements. Easements approved at 10/7/14 State Properties Committee meeting. Waiting for signed originals.

Four Week Look Ahead - Phosphorus Building

- Complete installation of wall reinforcing bars;
- Continue wall formwork;
- Continue wall concrete pours;
- Install wall pipe penetrations;
- Next progress meeting scheduled for November 7th.

Four Week Look Ahead - Levee

- Place impervious fills;
- Top with loam and seed;
- Continue evaluation and pricing of sheeting alternatives.

Mr. Ginaitt suggested security camera wiring be installed now at the new phosphorus building. Superintendent Doyle stated a fiber loop exists in the plans. Director Burke stated WSA has submitted a grant application for increased security features at the facility.

Board members discussed with AECOM added costs associated with resolving the problem with the sheeting. Director Burke stated all work efforts are being documented.

- b. Change Order No. 1: Hart Engineering Corporation
Raise drainage structure in levee: ~~\$4,014.00~~ **\$4,051.00**

ACTION: Tabled from 9-18-14 meeting.

Mr. Boccadoro stated the City requested this change to raise the drainage structure in the levee to provide access for maintenance purposes. Detailed information was provided in agenda packets.

Mr. Ginaitt moved approval of the change order. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- c. Change Order No. 2: Hart Engineering Corporation
Levee fencing, including access and security, clearing, swale adjustments

ACTION: No data presented. To be considered at the November meeting. Mr. Boccadoro stated we are working with the contractor on this.

- d. Change Order No. 3: Hart Engineering Corporation
Drainage at animal shelter: \$22,247.07

ACTION: Mr. Boccadoro stated the Animal Shelter director expressed concern that the raised levee will create added drainage problems in their parking lot adjacent to the building. He stated this change order will add a catch basin to address any drainage issues created when the earthen part of the levee is extended. Detailed information was provided with agendas.

Mr. Jarvis moved approval of the change order. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

Mr. Jarvis excused himself from the meeting.

6. Operations and Maintenance Division

- a. Award of Service Contract: Maintenance & Troubleshooting of VFD Drives/Allen Bradley Support Contract: North East Electrical Distributors (Rockwell Automation): \$10,689.00 per year, three year term

ACTION: Superintendent Doyle stated the value of this contract is higher than the previous contract cost as it includes service for new equipment at the Bellows Street pumping station as well as the fine screen and rotary

screen thickener equipment being installed with Contract 91, and an added level of technical support.

Mr. Ginaitt moved approval of the three-year contract. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Mr. Jarvis unavailable for vote. Motion approved.

7. Collection System Division

- a. Engineering/Design Services Contract for infrastructure improvements: 48" Influent Interceptor Sewer Rehabilitation Project
Brown and Caldwell

DISCUSSION/ACTION: Mr. Bill Powers in attendance to review Brown & Caldwell's proposal for engineering and design services for this project.

Director Burke stated that, at the Board's request, she asked Brown & Caldwell to prepare a proposal for project engineering and design for repair of the 48" interceptor, including preparation of bid specifications. She said her intent was to share their detailed proposal with the Board for consideration of the various options. She stated that due to the critical nature of the project, she would like to keep it moving forward; monies have been budgeted for the work this fiscal year. No action required tonight.

Mr. Powers discussed the use of borings to provide a full picture of conditions to both WSA and State agencies involved with the project. Director Burke offered to check if the Department of Transportation requires borings versus test pits for any related permit applications. Mr. Powers discussed project options with the Board. He discussed the cost effectiveness of doing all three phases of the project at the same time. Mr. Solitro discussed project mobilization and access to the line via local business property.

Mr. Sylven stated he would like to see a parallel pipe go in under the highway at some point in time. Director Burke stated she will add the construction of a redundant influent pipe to the WSA Capital Improvement Plans.

No construction management is included in the presented proposal. Director Burke discussed with the Board a timeline for the planned work and a plan of action for project funding (one grant application has been filed). A complete Brown & Caldwell qualifications packet and finalized proposal will be presented at the next Board meeting for consideration and action.

No action taken.

8. Construction Division

- a. Governor Francis Phase III Sewer Project: progress report
Engineer's progress report included in agenda packet; design is moving forward. No discussion.
- b. O'Donnell Hill Sewer Project: progress report
Engineer's progress report included in agenda packet; design is moving forward. No discussion.

9. Billing Services Division

a. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Warwick Land Trust	v/l Charlestown Avenue Plat 358 Lot 243	Land donated to City of Warwick Land Trust on October 12, 2006. Should parcel be developed, lot will be reassessed at the assessment method/rate in effect at time of development.	\$933.51

ACTION: Mr. Sylven moved approval. Mr. Marino seconded the motion.

Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. Messrs. Ginaitt and Jarvis unavailable for vote. Motion approved.

10. Administrative Items

- a. Paul Roberts, Homeowner Safety Valve Co., to present a quarterly report on the sewer protection plan and revenue share

Mr. Roberts reported to the Board on the latest enrollment and utilization numbers for the Homeowner Safety Valve insurance program, as reflected in the agenda packet documents. The Board discussed the utilization statistics and incidents, and thanked Mr. Roberts for his presentation.

- b. Director's Report
 - i. Financial Report
 - ii. Administrative Schedule
 - iii. 2015 Board meeting draft calendar for review

Director Burke stated the budget looks good at this point in the fiscal year. The debt service payments are not reflected in this report.

Director Burke said the City Council recently passed a resolution in support of Referendum #7 Clean Water, Open Space and Healthy Community Bonds, to be considered by voters on November 4th. Funding would authorize \$20 million for the RI Clean Water Finance Agency for low interest loans for wastewater infrastructure projects.

Director Burke invited Board members to a luncheon on October 31st at WSA to celebrate the Authority's 1000th day without a lost work day due to injury.

The 2015 meeting calendar was reviewed for action at the November meeting.

- c. Chairman's Report: no report.

11. Consent Agenda - Correspondence

- a. WSA August 2014 Monthly report to Mayor Avedisian (9-19-14)
- b. WSA to RIEMA regarding Project Worksheet #804 (9-26-14)
- c. WSA Quarterly report to the City Council (10-1-14)
- d. WSA September 2014 financial report to the City Council (10-6-14)

ACTION: Mr. Sylven moved to accept the consent agenda. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. Messrs. Ginaitt and Jarvis unavailable for vote. Motion passes.

12. New Business

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

No new business introduced.

13. Old Business

- a. Amendments to By-Laws
- b. Modifications to Septage Hauling Regulations
- c. Bayside I-III Sewer Project: Amendment to GRA contract/design services
- d. Sewer Assessment Deferment Policy (6-27-13)
- e. Sewer Assessment Deferment: Plat 332 Lot 483 (11-20-13)
- f. Financial review of sewer assessment structure, examination of various methodologies, B & E Consulting, LLC: not to exceed \$6,800.00 (6-19-14)
- g. Project management for sewer construction (7-24-14)
- h. 48" Influent Interceptor Sewer Rehabilitation Project (7-24-14)

ACTION: Item h. will be moved to regular business on the next agenda.

- 14. PUBLIC COMMENT PERIOD:** No members of the public in attendance to comment.

15. Adjournment

Mr. Sylven moved to adjourn this meeting. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. Messrs. Ginaitt and Jarvis unavailable for vote. Motion approved.

At 7:03 p.m. this meeting ended.

Gary C. Jarvis, WSA Secretary

Date of Approval

“Minutes are recorded pursuant to the Rhode Island General Laws § 42-46-7 for the purpose of capturing all general information relevant to the meeting. For a more comprehensive assessment of minutes, audio files shall be archived with the Warwick Sewer Authority and available upon request.”